

LEAD PAYROLL SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Lead Payroll Specialist exists is to process payroll transactions; and provide a wide variety of specialized lead worker responsibilities for the Payroll Specialists in the Payroll Department. This classification is not supervisory. Work is performed under general supervision by the Payables Manager. The Lead Payroll Specialist is distinguished from the Payroll Specialist by the responsibility for lead work.

ESSENTIAL FUNCTIONS

Provides a wide variety of specialized lead worker responsibilities for the Payroll Specialists; consisting of distributing work, training, scheduling coordination, acting as first resource for payroll processing issues.

Provides a variety of written financial reports for review by management.

Maintains written procedures identifying appropriate internal controls, administrative regulations, and appropriate state, federal, and/or legal support for all payroll processes performed.

Collaborates with HR and Payroll to assist in prioritizing, researching, analyzing and improving process and policy changes.

Provides written and oral information to City staff concerning payroll inquiries.

Seeks out innovative ways to streamline and improve workflow processes.

Listens and communicates effectively with staff in resolving problems or concerns.

Assists in the preparation of the biweekly payroll.

Reviews and processes employee payroll changes.

Processes payroll liability payments.

Maintains and reconciles a wide variety of payroll accounting records and subsidiary records and systems.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Accounting and Payroll principals and procedures

Accounting and Payroll systems and software

Ability to:

Provide lead supervision to payroll staff including assigning work, reviewing work for accuracy and completeness, and answering questions concerning work procedures and day-to-day problems.

Operate a variety of standard office equipment including a cash register, computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

Make relatively complex arithmetic computations and prepare statistical summaries.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Lift and carry storage files and computer reports weighing up to 20 pounds.

Establish and maintain effective working relationships with City employees at all levels.

Communicate effectively (verbally and in writing) with all levels of City staff and the public.

Education & Experience

Any combination of training, education, and experience equivalent to four years experience as a payroll specialist, with one year as a lead worker.

FLSA Status: Non-exempt

HR Ordinance Status: Classified